

Subject: Fwd: ACH - Hollywood Media
From: Rick Scott <rick.scott@lacity.org>
Date: 05/23/2016 11:15 AM
To: Media District <lisa@mediadistrict.org>

----- Forwarded message -----

From: **Ellen Yuan** <ellen.yuan@lacity.org>
Date: Mon, May 23, 2016 at 7:24 AM
Subject: Re: ACH - Hollywood Media
To: Jim Omahen <jim@mediadistrict.org>
Cc: "Scott, Rick" <rick.scott@lacity.org>, "Gomez, Maria" <maria.v.gomez@lacity.org>

Hi Jim,

We received your ACH request form but we are missing the VOID blank check or pre-printed deposit slip for the account as the required document indicated in the form.

We won't be able to process it until we received it.

Thanks.

On Thu, May 19, 2016 at 2:21 PM, Ellen Yuan <ellen.yuan@lacity.org> wrote:
Hi Jim,

Per request, attach please find the ACH request form. Please fill in the Vendor Identification and Bank Account Information. Sent in all original with the required documentation and we will process accordingly.

Thank you.

Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk

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Rick Scott
Neighborhood and Business Improvement District Division
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